

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, MARCH 3, 2014**

**I. CALL TO ORDER**

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Trustee Karen Mojica, Trustee Jeff Hicks, Trustee Dennis Fedewa, Trustee Doug Kosinski, Treasurer Howard Pizzo, Clerk Mary Clark, and Supervisor Kenneth Fletcher.

Members Absent: None

Others Present: Township Engineer Gary Arnold, Community Development Director Mark Graham, Deputy Township Manager Jenny Roberts, Fire Chief John Clark, Lieutenant Jeff Campbell, Sheriff Tom Reich.

**IV. PRESENTATIONS AND PROCLAMATIONS - NONE**

**V. SET/ADJUST AGENDA**

TRUSTEE FEDEWA MOVED TO APPROVE THE AGENDA AS PRESENTED.

TREASURER PIZZO SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**VI. PUBLIC HEARINGS - NONE**

**VII. COMMUNICATIONS - NONE**

**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**

**IX. INTRODUCTION OF ORDINANCES - NONE**

**X. PASSAGE OF ORDINANCES - NONE**

**XI. CONSENT AGENDA –**

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS SUBMITTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

ROLL CALL:

AYES: TREASURER HOWARD PIZZO, TRUSTEE KAREN MOJICA, TRUSTEE R. DOUGLAS KOSINSKI, TRUSTEE JEFF HICKS, TRUSTEE DENNIS FEDEWA, CLERK MARY R. CLARK, AND SUPERVISOR FLETCHER.

NAYS: NONE

ABSENT:

THE MOTION PASSED 7-0.

<b>1. Bills and Financial Transactions</b>	<b>\$6,832,895.96</b>
Bond/Debt Payments	
Investments	
Payroll & Related	321,299.07
Refunds	9,292.04
Tax Distributions	4,823,477.88
Vendor Claims	1,432,051.97
Total	\$6,832,895.96

TREASURER PIZZO MOVED TO APPROVE THE BILLS AND FINANCIALS IN THE AMOUNT OF \$6,832,895.96.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**2. Minutes**

February 10, 2014 – Committee of the Whole Meeting Minutes  
February 17, 2014 – Regular Board Meeting Minutes

TREASURER PIZZO MOVED TO APPROVE THE FEBRUARY 10, 2014, COMMITTEE OF THE WHOLE AND FEBRUARY 17, 2014 REGULAR BOARD MEETING MINUTES AS PRESENTED.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA**

**XIV. ITEMS OF BUSINESS**

**3. Final Consideration of Lovell Institutional Use Special Land Use Permit**

The Community Development Department recommends that the Township board approve the Special Land Use Permit requested for the property described in Case No. 1-14-3 for an institutional use in order to establish and operate a facility providing licensed adult foster care, adult day care, assisted living, and rehabilitative services on the subject parcel.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE SPECIAL LAND USE PERMIT REQUESTED FOR THE PROPERTY DESCRIBED IN CASE NO. 1-14-3 FOR AN INSTITUTIONAL USE IN ORDER TO ESTABLISH AND OPERATE A FACILITY PROVIDING LICENSED ADULT FOSTER CARE, ADULT DAY CARE, ASSISTED LIVING, AND REHABILITATIVE SERVICES ON THE SUBJECT PARCEL. THE COMMISSION FINDS THAT THE PROPOSED USE MEETS THE SPECIAL LAND USE PERMIT CRITERIA SPECIFIED IN SECTION 18.4.0 OF THE DELTA TOWNSHIP ZONING ORDINANCE AS FOLLOWS:

1. THE PROPOSED USE IS COMPATIBLE WITH THE RESIDENTIAL GOALS AND POLICIES OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN.
2. THE PROPOSED USE IS COMPATIBLE WITH THE VARIOUS COMMERCIAL, INSTITUTIONAL, AND MULTIPLE FAMILY RESIDENTIAL LAND USES ALREADY ESTABLISHED IN THE GENERAL VICINITY OF THE SUBJECT PARCEL.
3. PUBLIC ROAD, WATER, SANITARY SEWER & STORM DRAINAGE SYSTEMS, AND EMERGENCY SERVICES ARE IN PLACE AND ADEQUATE TO SERVE THE PROPOSED DEVELOPMENT.

4. THE USE WILL NOT INVOLVE USES, ACTIVITIES, PROCESSES, MATERIALS, AND EQUIPMENT OR CONDITIONS OF OPERATION THAT WILL BE DETRIMENTAL TO THE NATURAL ENVIRONMENT, PUBLIC HEALTH, SAFETY, OR WELFARE BY REASON OF EXCESSIVE PRODUCTION OF TRAFFIC, NOISE, SMOKE, ODORS, OR OTHER SUCH NUISANCE.

APPROVAL OF THE SPECIAL LAND USE PERMIT IN THIS CASE IS SUBJECT TO THE FOLLOWING STIPULATIONS:

1. PARKING SHALL BE PROVIDED ON THE SITE AT A RATE OF ONE (1) PARKING SPACE FOR EACH TWO (2) BEDS, PLUS ONE SPACE FOR EACH EMPLOYEE IN THE LARGEST WORKIN SHIFT. SHOULD THE FACILITY BE CONVERTED TO ANOTHER USE, THE REQUIRED PARKING SHALL BE RE-DETERMINED BASED ON THE NEW USE.
2. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE DELTA TOWNSHIP ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD IN GRANTING THE SPECIAL LAND USE PERMIT, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THE SPECIAL LAND USE PERMIT BY THE DELTA TOWNSHIP BOARD.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**4. Final consideration of Sims Group Child Care Special Land Use Permit**

The Community Development Department recommends that the Township board approve the Special land Use Permit requested by Ms. Taunya Sims for the property described in Case No. 1-14-1 for a group child care home at 118 Hume Boulevard.

TRUSTEE KOSINSKI MOVED THAT THE DELTA TOWNSHIP BOARD *APPROVE* THE SPECIAL LAND USE PERMIT REQUESTED BY MS. TAUNYA SIMS FOR THE PROPERTY DESCRIBED IN CASE NO. 1-14-1 FOR AGROUP CHILD CARE HOME AT 118 HUME BOULEVARD FOR THE FOLLOWING REASONS:

1. THE REQUEST IS CONSISTENT WITH THE PROVISIONS OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN AND THE ZONING ORDINANCE.
2. THE GROUP CHILD CARE HOME CAN BE OPERATED SUCH THAT IT

IS COMPATIBLE WITH SURROUNDING LAND USES.

3. THE GROUP CHILD CARE HOME IS ADEQUATELY SERVED BY PUBLIC SERVICES AND UTILITIES.
4. THE GROUP CHILD CARE HOME COMPLIES WITH THE SPECIFIC REQUIREMENTS FOR GROUP CHILD CARE HOMES AS REQUIRED BY SECTION 18.7.0 N OF THE ZONING ORDINANCE.

THE SPECIAL LAND USE PERMIT IS RECOMMENDED FOR APPROVAL SUBJECT TO THE FOLLOWING STIPULATION:

FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PERMIT BY THE TOWNSHIP BOARD.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**5. Final Consideration of Wanamaker Group Child Care Special Land Use Permit**

The Community Development Department recommends that the Township Board approve the Special Land Use Permit requested by Ms. Kim Wanamaker for the property described in Case No. 1-14-2 for a group child care home at 124 Julian Avenue.

TRUSTEE MOJICA MOVED THAT THE DELTA TOWNSHIP BOARD *APPROVE* THE SPECIAL LAND USE PERMIT REQUESTED BY MS. KIM WANAMAKER FOR THE PROPERTY DESCRIBED IN CASE NO. 1-14-2 FOR A GROUP CHILD CARE HOME AT 124 JULIAN AVENUE FOR THE FOLLOWING REASONS:

1. THE REQUEST IS CONSISTENT WITH THE PROVISIONS OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN AND THE ZONING ORDINANCE.
2. THE GROUP CHILD CARE HOME CAN BE OPERATED SUCH THAT IT IS COMPATIBLE WITH SURROUNDING LAND USES.
3. THE GROUP CHILD CARE HOME IS ADEQUATELY SERVED BY PUBLIC SERVICES AND UTILITIES.

4. THE GROUP CHILD CARE HOME COMPLIES WITH THE SPECIFIC REQUIREMENTS FOR GROUP CHILD CARE HOMES AS REQUIRED BY SECTION 18.7.0 N OF THE ZONING ORDINANCE.

THE SPECIAL LAND USE PERMIT IS RECOMMENDED FOR APPROVAL SUBJECT TO THE FOLLOWING STIPULATION:

FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PERMIT BY THE TOWNSHIP BOARD.

TREASURER PIZZO SUPPORTED THE MOTION.

Supervisor Fletcher confirmed that Ms. Wanamaker was not going to have any employees. Ms. Wanamaker stated that she is required to hire either 1 or 2 full time employees.

THE MOTION PASSED 7-0.

**6. Recommendation for acceptance of bid for Skyway Lane Pump Station replacement.**

The Township Engineer recommends that the township board accept the bid from E.T. Mackenzie company for the replacement of the Skyway Lane pump station.

CLERK CLARK MOVED THAT DELTA CHARTER TOWNSHIP ACCEPT THE BID FROM E.T. MACKENZIE COMPANY FOR THE REPLACEMENT OF THE SKYWAY LANE PUMP STATION, AS OUTLINED IN THEIR BID DATED FEBRUARY 20, 2014, IN THE AMOUNT OF \$147,220.00.

I FURTHER MOVE THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO SIGN THE NECESSARY DOCUMENTS RELATED TO THE SKYWAY LANE LIFT STATION REPLACEMENT PROJECT.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

**7. Noise Waiver**

The Manager's Office recommends that the Township Board approve the request by MDOT for a waiver of the Noise Ordinance between the hours of 10:00 p.m. and 7 a.m.

Trustee Kosinski recalled reading that MDOT wants to install cable guards and believes that the noise generation would be minimal.

Clerk Clark asked Deputy Manager Roberts if it is typical that the Township would give a 10 day notice to residents, Deputy Manager Roberts confirmed this. Clerk Clark asked if it the work was planned only for I96 and Deputy Manager Roberts confirmed.

TREASURER PIZZO MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA APPROVE THE REQUEST BY MDOT FOR A WAIVER OF THE NOISE ORDINANCE BETWEEN THE HOURS OF 10:00 P.M. AND 7A.M. BEGINNING AROUND APRIL 15, 2014.

TRUSTEE KOSINSKI SUPPORTED THE MOTION.

THE MOTION PASSED 7-0.

#### **XV. MANAGER'S REPORT**

##### **8. Grand Woods Park Lease Extension**

Deputy Manager Roberts stated that the proposal given to the Township was for a two year extension, with the Township paying for an appraisal and included a 120 day cancellation/opt out. The Parks, Recreation and Cemeteries department was authorized today to begin taking reservations again.

Discussion ensued amongst the Board and in general there was no support for the 120 opt out clause. It was noted that approximately 90% of the property is within the 100 year flood plain. It was suggested that perhaps the Township should have right of first refusal to purchase the property specified in the contract.

- Deputy Manager Roberts reported that the grant application with Tri-County for the Regional Transportation Study was partially awarded. Supervisor Fletcher stated that of the original \$250,000 requested, \$100,000 was granted. Supervisor Fletcher stated that the original grant request was too specific and was resubmitted with more general parameters and that likely this amount was what was available after other grant seekers had applied.

#### **XVI. COMMITTEE OF THE WHOLE**

##### **9. Delta Patrol Department Report, Lt. Jeff Campbell**

Sheriff Tom Reich introduced Cash, a 2 year old German Shepard, who will

be going on patrol with the Delta Township patrol.

Lieutenant Campbell notes that 2013 was very busy, however overall crime is down, violent crime is down 14%, non-violent property crimes down 10%. Retail fraud has increased and is the largest area of crime in Delta Township. Lieutenant Campbell states he is working with some individual retailers to reduce shoplifting.

Lieutenant Campbell outlined some of the 2013 Delta Patrol objectives.

- a. **Objective #1** - Reduce the number of traffic crashes in Delta Township through directed patrols and enforcement, and community education.

Efforts included:

- Saginaw Hwy Enforcement focus
- Office of Highway Traffic Safety grant funded seatbelt and drunken driving focus patrols.
- Traffic Safety updates and information distributed through social media and traditional news media.
- Speed Signs – traffic calming & collecting traffic & speed data in areas where we receive complaints about speeding.

The result – 12% reduction.

- b. **Objective #2** - Increase commercial motor vehicle inspections (CMV) by 10% to ensure the safety of motorists traveling in Delta Township and to preserve the infrastructure of the roadways.

**The Result:**

- 7% increase from 2012 in vehicle inspections.
  - 33% increase in unsafe vehicles out placed “out of service”.
  - 13% increase in CMV citations issued.
- c. **Objective #3** – Increase efforts to provide information to the Delta Township community regarding traffic safety and crime prevention services through the use of education presentations, internet, and social media sites such as Facebook & Twitter.
- Facebook – 3,760 current “likes” – up from 1,493 on 1/1/2013.
  - Twitter – 574 followers – up from approximately 300 on 1/1/2013.
  - You Tube – ECSO produced and released 7 PSA videos.
  - Website – updated and redesigned in 2013.

Lieutenant Campbell also notes that a new website is available called CrimeMapping.com. Users can put in a specific time period and the map



will show what crime in Delta Township that the Delta Patrol has responded to.

Lieutenant Campbell also spoke regarding Nixle, which are emergency alerts via text or email and can be filtered by department, time to receive alerts etc.

Lieutenant Campbell stated that Deputy Vancore, who is charge of the DARE program is extremely busy with Community Services such as schools safety programs, school service calls, community service events and general patrol activity.

- d. **Objective #4** – Increase the number of bicycle patrol hours by 10% in Delta Township neighborhoods, parks and pathways.
  - Result: 309 hours – increased from 247 hours in 2012.
- e. **Objective #5** – Provide for efficient, effective cooperation and response to incidents/events where two or more public safety agencies are required through joint training and pre-operational planning.
  - June 2013 – Day long joint tactical team training scenario held in Delta Township involving officers from Eaton County, Clinton County, Lansing, East Lansing, Ingham County and MSU.
  - November 2013 – Active Violence training scenario held at Lansing Mall. Involved ECSO, Delta Fire, Lansing Mall and Mall Security.
  - Participation in Violent Crime Initiative efforts led by Lansing Police Department. Operations conducted in both Lansing and Delta Township in 2013.

Lieutenant Campbell provided the following:

- **January 2013 to present** - Improvement of social media program.
- Conversion of Facebook and Twitter from Delta Township only to all of ECSO.
- Nixle connected to Facebook/Twitter
- YouTube videos filmed and posted
- Implementation of Crimemapping.com
- Implementation of Mobile Patrol
- **July through present** – Experimental Street Crimes Active Response (SCAR) team established.
- Directed patrol efforts in “hotspot” crime areas of Delta Township.
- **March through September** - OHSP traffic safety grant seat belt and OWI enforcement conducted.

MONDAY, MARCH 3, 2014 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
CHARTER TOWNSHIP OF DELTA

Page 10 of 23

- **March 16** – A shooting occurred in the Lansing mall parking lot. One person was shot and seriously injured. After investigation by Detectives Buxton and Maltby, a suspect was identified and arrested.
- **March 22** – Arrest of a parolee near the Red Roof Inn by Deputy Tyrell and Deputy Travis after a report of the theft of lottery tickets and coins from the Speedway gas station on W. Saginaw Hwy. Suspect was charged with multiple crimes including safe breaking, larceny in a building, and retail fraud.
- **April 11** – After investigation by Detective Ted Johnson, the suspect in the embezzlement of funds from the Waverly Warrior Football League was charged with embezzlement over \$1000 From a Nonprofit or Charitable Organization.
- **April 25** – Deputy Rob Gillentine was awarded the Officer of the Year Award by the 40 & 8 Club of Lansing.
- **April 29** – Four suspects arrested by Delta Patrol deputies after being dispatched to a break-in in progress at 618 Renker Rd. stolen property and burglary tools were recovered.
- **May 18** - Bike Rodeo and Safety Fair organized by Deputy Vancore and conducted in cooperation with the Lansing Mall.
- **May 29** – Delta deputies arrested two suspects in several “quick change” scams that had occurred in various fast food restaurants in the Delta Township and Grand Ledge areas after Deputy Keast located the suspect vehicle in the parking lot of Motel 6.
- **July 3** – Yearly Delta Township fireworks event operation conducted successfully.
- **July 4** – Arrest by Delta Patrol deputies of two suspects in connection with a carjacking that occurred at the Westfield club apartment complex in Delta Township.
- **July 12** – Delta Patrol deputies responded to a report of vehicle break-ins in progress in the area of Michigan Avenue and snow road. Deputies apprehended two suspects and recovered numerous items stolen from area vehicles.
- **August 23** – While working on grant funded OWI enforcement overtime, Sgt. Scott Brooks and Deputy Rob Gillentine responded to a BOL broadcast by the Michigan State Police. They located and arrested a wanted criminal sexual conduct suspect that was traveling from the Grand Rapids area to the Detroit area. Sgt. Brooks received an award from OHSP for making this arrest while working on a grant funded OWI Enforcement detail.
- **September 28** – Deputies located and arrested a suspect in the arson of a motor vehicle that was parked in the Lansing Mall parking lot.

- **October 19** – Deputy Hilliker located and arrested suspects involved in a crime spree in Delta Township involving over 30 cases of MDOP, larceny from auto, and garage break-ins.
- **November 3** – An active violence response training exercise involving ECSO, Delta Township Fire Department, Eaton County Central Dispatch, and staff from the Lansing Mall and Lansing Mall Security. This exercise was held at the Lansing Mall.
- **November 12** – Arrest of home invasion suspect after investigation and surveillance by Detective Maltby resulted in catching a suspect in the act of breaking into a Delta Township home.
- **December 6** – Deputy Elbert Sidel and his new K9 partner Cash graduated K9 handler school.
- **December 7** – Annual Fill-A-Cop Car food drive event.
- **December 17** – Motel 6 Prostitution Sting. 9 arrests, 4 vehicles and \$1015 in cash seized.

Additonal items that Lieutenant Campbell noted were:

- New Delta Patrol Secretary Laura Baert hired in December.
- New Delta Patrol Deputies  
Dan Anderson and Zack Johnson who started on February 24, 2014 and will go through at least 16 weeks of field training & evaluation before being allowed to work solo.

**10. Delta Township District Library Department Report, Cherry Hamrick**

Ms. Hamrick pointed out the Library's mssion statement "To provide library resources, services, and programs necessary to meet the evolving educational, recreational, and information needs of the community."

Ms. Hamrick provided circulation information:

Circulation	338.323
Collection	75,722 (added over 6,000 items in 2013)
Library Card Holders	32,952
MELCAT Borrowed	19,711
MELCAT Loaned	18,392
Website visits	121,508
Mobile web visits	15,518
Facebook followers	949

Twitter followers	1,032
MANGO Languages	697 sessions

Ms. Hamrick gave information on online collections:

**Downloadable audio books** – fully funded by the Friends of the Library

2,263 titles available  
1,535 check outs in 2011  
2,414 check outs in 2012  
4,249 check outs in 2013

**Downloadable EBooks** – Mainly funded by the Friends

2011	3,964 titles available and 6,076 check outs
2012	5,181 titles available and 12,738 check outs
2013	7,706 titles available and 17,748 check outs

Ms. Hamrick outlined some of the special events held during 2014 and stated that the Library celebrated its 5<sup>th</sup> year in the building (as of 2013) and noted the newly constructed pathway. The Library's only Board President, Mike Moore retired after 15 years.

Ms. Hamrick stated some of the annual events are the Battle of Books – with a high of 19 teens and no drops. The Jingle Belle race, Run for Reading, Star Wars, Paws for reading (reading to a therapy dog) and food event.

Ms. Hamrick outlined programming that the Friends of the Library, which has dedicated \$43,000 for 2014 and pays for such things as Ancestry Library Edition, the fall Concert Series and the Art Sale and Teen Art Installation.

The Library has worked with the Economic Crime Unit (ECU) since 2010, and from that time through 2013 \$96,767 was captured in fees and returned items. In 2013 alone, the ECU recovered \$24,453.

Ms. Hamrick noted the current programming/events for 2014: The 3<sup>rd</sup> annual cook off contest, Battle of the Books, Summer Reading, Friends summer book and bake sale, 5<sup>th</sup> annual volunteer fair, 9<sup>th</sup> annual Run For Reading, 7<sup>th</sup> annual Jingle Belle run.,

Ms. Hamrick stated that there have been many changes on the Library Board, and the Board will be working toward a strategic plan. The Board

and Library Director will also be working on the budget and making short and long term adjustments.

Treasurer Pizzo asked whether the eBooks comes at a cost and Ms. Hamrick stated that the Library is part of consortium who shares the cost as well as inventory on a monthly basis. There is also a small inventory available only to our users.

Clerk Clark asked whether there are children's books in the eBook collection and Ms. Hamrick confirmed.

Trustee Kosinski surmised that when developing the Strategic plan he suspects that an investment will need to be made in order to supply reading materials to serve our residents as they expect to be served.

Trustee Mojica stated that she participates in group meetings at the Library and that the Library report should reflect that programming as well.

Clerk Clark asked whether the Library has tutors and Ms. Hamrick stated there are.

#### **11. Community Development Department Report – Mark Graham**

Community Development Director Mark Graham presented the following yearly comparison of performance indicators.

	<b>2011</b>	<b>2012</b>	<b>2013</b>
Building Permits Total	260	307	379
Building Permit Value	\$15.5 mil.	\$34.0 mil.	\$88.3 mil.
Single Family Home Permits	16	19	49
Residential Condominium Permits	7	12	7
Total # of Inspections	7,312	7,524	7,310
Blight Complaints	98	86	60
Registered Rental Units	6,616	6,630	6,887

Community Development Director Graham noted the following accomplishments in the Building Division for 2013.

- Reviewed Plans & Inspected major projects: Magna/Norplas, Regal Theaters, Longhorn Steakhouse, ABC Plaza, Meijer Freezer Bldg.
- Pursued implementation of an Abatements Order process with District Court Magistrate
- Continued focus on West Saginaw Highway regarding blight, signs & snow removal

- Assisted in the remodeling of the Building Division area to accommodate Engineering Division.

Community Development Director Graham presented the following yearly comparison of performance indicators for the Planning Department:

	<b>2011</b>	<b>2012</b>	<b>2013</b>
Zoning Ordinance Amendments	4	3	3
Rezoning Applications Processed	4	1	1
Special Use Permits Processed	11	4	17
Zoning Enforcement Actions	38	20	65
Site Plans Reviewed	11	14	21
Completion of Electronic Scanning	65%	65%	85%

Community Development Director Graham noted the following accomplishments in the Planning Division for 2013:

- Adoption of new Comprehensive Plan on January 28, 2013.
- Assisted the Clerk's Office in the adoption of amendments to the Vending Ordinance.
- Assisted the Township Attorney re. Stahlberg v Delta, Dog Grooming case.
- Initiated code enforcement & ordinance review re. Nicole Schuiling's pot belly pig.
- Drafted a Complete Streets Ordinance which was adopted by the Township Board.
- Set up 3 meetings for residents with the Drain Commissioner regarding drainage concerns.
- Provided reports re. DDA's, Corridor Improvement Authorities & Commercial Rehab Act.

Community Development Director Graham provided the Engineering Division 2013 performance indicators below:

	<b>2011</b>	<b>2012</b>	<b>2013</b>
Sidewalks Added	Zero	265 ft.	2,550 ft.
Pathway Added	5,280 ft.	Zero	1,700 ft.
Site Plans Reviewed	7	12	15
Engineering Project Hours	3,387	3,436	3,707
Abandoned Wells Plugged	5	14	9

Trustee Fedewa asked if the wells that were plugged were Township owned or residents. Community Development Director Graham stated that the

wells are residential and that the Township has a program whereby up to ½ the cost of plugging the well (maximum of \$500) is paid for by the Township. Residents come in and sign up, the list is monitored and the wells are plugged accordingly.

Trustee Fedewa asked if they were mostly water wells and Community Development Director stated they are. Trustee Fedewa stated that his understanding is that the county health department registers all of the wells and asked if there is any coordination between the county and municipalities. Director Graham stated that there is coordination for a property for sale that is on a well or has a septic tank and the county is notified of wells that are plugged.

Community Development Director Graham noted the following accomplishments in the Engineering Division for 2013.

- Delta's new Municipal Utility Standards were adopted as drafted by the Township Engineer.
- Assisted in the construction of the Library Pathway from Elmwood to Maycroft.
- Drafted a Stormwater Management Plan for Township facilities as per Phase II requirements.
- Provided assistance to the ECRC re. utility relocations for the St. Joe widening project.
- Coordinated construction of a 16" water main along Broadbent Road north of St. Joe.
- Coordinated water main replacement in the Huntington Acres Subdivision.
- Assisted the consultant in the drafting of water main replacement plans: Claiborne Heights & Michigan Ave.
- Assisted the ECRC with the resurfacing of Elmwood Road north of W. Saginaw.
- Coordinated the contractors for Year 2 of the 5 Year Sidewalk Repair Program.

Economic Development Director Ed Reed presented the following performance indicators for the Economic Development Division below:

	<b>2011</b>	<b>2012</b>	<b>2013</b>
Retention Visits	52	49	33
Sales Force Database Entries	475	517	556
Attendance at EDC Conferences	5	4	4

Responded to Site Search Requests	N/A	23	20
Grand Openings/Groundbreakings	N/A	8	12

Community Development Director Graham noted the following accomplishments in the Economic Development Division for 2013:

- Updated Sales Force database with 39 new businesses for 2013
- Made 53 informal “drop in” calls to businesses
- Assisted in the acquisition of easements for the Safe Routes to School Project
- Served as support staff to the Delta Township EDC
- Provided monthly updates to the DeltaSide Association & Chamber of Commerce
- Continued marketing/retention efforts for West Saginaw Highway

Trustee Hicks asked about the delay in construction next to Pierre’s Bridal on Saginaw. Director Reed stated he believes that the project didn’t commence far enough in advance of the cold weather and the company has every intent of resuming construction.

Director Reed stated in reference to the Library report that Ms. Hamrick did not mention that she and Tom Moore are coordinating with the Small Business Development Center downtown to hold meetings at the Library with businesses throughout the region two Friday afternoons each month.

## **12. Fire Department Report, Chief John Clark**

Fire Chief John Clark outlined the accomplishments in 2013:

- MABAS (Automatic Mutual Aid) in full force.
- Adopted Blue Card Command Program.
- Continued bi0monthly in Metro shared services initiative meetings.
- Metro Joint fire investigation team established.
- On-line burning permit is in place
- Implemented “one-stop” shop for all trades inspections and pre-plan review.
- Monthly Labor/Management meetings
- Weekly Administration & Staff Meetings
- Bi-Monthly Officer meetings
- Metro, Clinton Co. & Eaton County Fire Chief’s meetings.

Fire Chief John Clark stated there were multiple personnel changes. Fire Chief Paul Fabiano retired and Mike Roman was promoted to Assistant Fire



Chief. Ken VanHall was put into a newly created position of Training/EMS Captain. Fire Chief Clark stated there was an administrative position eliminated. Fire Inspector Mike Roberts replaced Inspector O'Brien left in May 2013. Five Paramedic/Firefighters were promoted to Engineers and three part time Firefighters promoted to full time and there were six part time Firefighters hired.

Fire Chief Clark stated that a big accomplishment for 2013 was started the accreditation for Center for Fire Accreditation International which is part of the Center for Public Safety Education. The Center for Fire Accreditation International (CFAI) is the only accreditation center for Police and Fire and it utilizes ten different categories for best practices from hiring to training. The CFAI then uses that information and sets standards/benchmarking and develops programs for them.

Fire Chief Clark stated that the Fire Department started with the initial training last fall, the training was rolled out to staff, officers and shift personnel and Accreditation Teams will be announced tomorrow. The CFAI conference is next week and Fire Chief Clark stated that he was one of ten people in the U.S. chosen to speak.

Fire Chief Clark noted the following training and education items:

- Adopted/updated training for TCEMCA (Tri-County Medical Control) protocols.
- Completed promotional testing for Captain, Lieutenant and Engineers.
- Provided more than 6,900 hours of training
- Coordinated Metro Training for Technical Rescue and Haz-Mat.
- IChiefs (International Chiefs) & FDIC
- DHS & State Homeland Security (mostly grant funded)
- Brunacini/Hazard Zone

Fire Chief Clark stated that in relation to Operations, staffing evaluations for addition Full-time personnel for FY 2014 were completed. Re-districting of response zones was completed and benchmarks for performance data was implemented.

Fire Chief Clark noted regarding Fire Prevention, the following was accomplished.

- Inspectors Roberts, Ruster and Hatfield completed Plan Review training.
- Adopted 2012 IFC and updated Delta Township's Fire Department Supplemental Rules and Regulations.

- Completed 268 inspections and 89 plan reviews.
- Established Youth Fire Setter Intervention Program.

Fire Chief Clark stated that Inspector Roberts completed Fire Investigator training, investigated 3 malicious false alarms and investigated 25 fires with 1 Felony prosecution.

Fire Chief Clark stated two new Ambulances were put in service. The Radio antenna/Repeater project in LGRFA area and was funded by CGAP. Currently the initial planning & specifications for a new rescue-engine are being done. The FDIC is a large show that the Apparatus committee is attending. The Fire Department is looking at a tag-on bid to an existing municipal bid as an option.

Clerk Clark asked for clarification on what a tag along bid is. Fire Chief Clark stated it is an add on to an existing pre-bid package. Clerk Clark stated that she wouldn't want the company here in Michigan to be excluded from that bid process. Fire Chief Clark stated that the Michigan company wouldn't be excluded from the bid process.

Fire Chief Clark stated that the department has re-aligned its preventative maintenance & vendors.

Fire Chief Clark stated that the 2014 Plans and Goals are below:

#### **Shared Services**

- Continuing discussion of opportunities at monthly meetings
- Evaluate/trial run of shared apparatus maintenance
- Evaluate potential for additional shared services in Eagle & Watertown (Permits and Inspections – Building and Fire).
- Evaluate internal (Delta Township) building and fire inspection opportunities.

#### **Customer Service**

- Implement customer satisfaction tool & evaluation matrix.
- Increase/encourage pre-plan submittal all trades meetings/clear expectations.
- Improve/re-vamp FD Website, include interactive links.
- Increase social media interaction – You Tube, PSA's and Facebook.

#### **Administration**

- Continue participation in current groups & internal agency meetings
- Actively seek out partnerships and opportunities with local businesses.

#### **Education/Training**

- Develop mentor program.
- Revise probationary and annual evaluation methods and benchmarks.

- Completion of Blue Card IC by all officers
- Revise Testing (Entry & Promotional) to meet validation and contractual requirements.

#### **Accreditation**

- Complete team formation
- Define Scope of project and set data points
- Review historical and current data and implement tracking
- Strategic Planning (1 & 3 year).

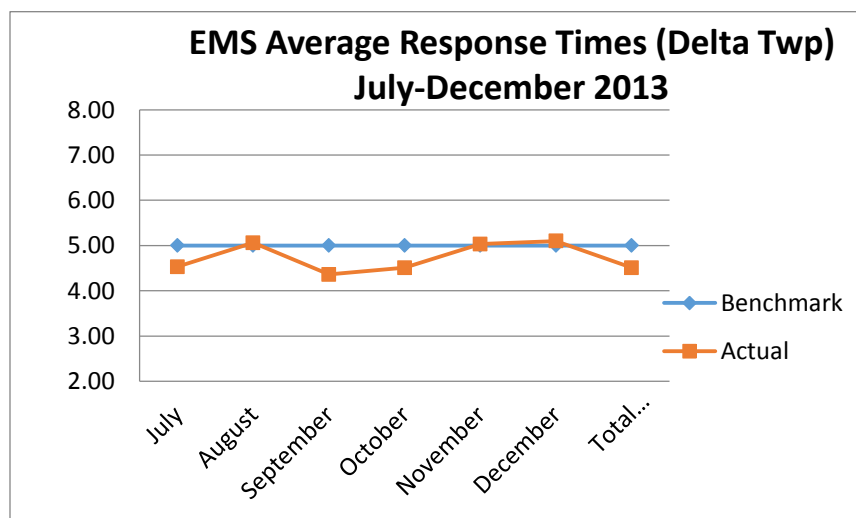
#### **Operations**

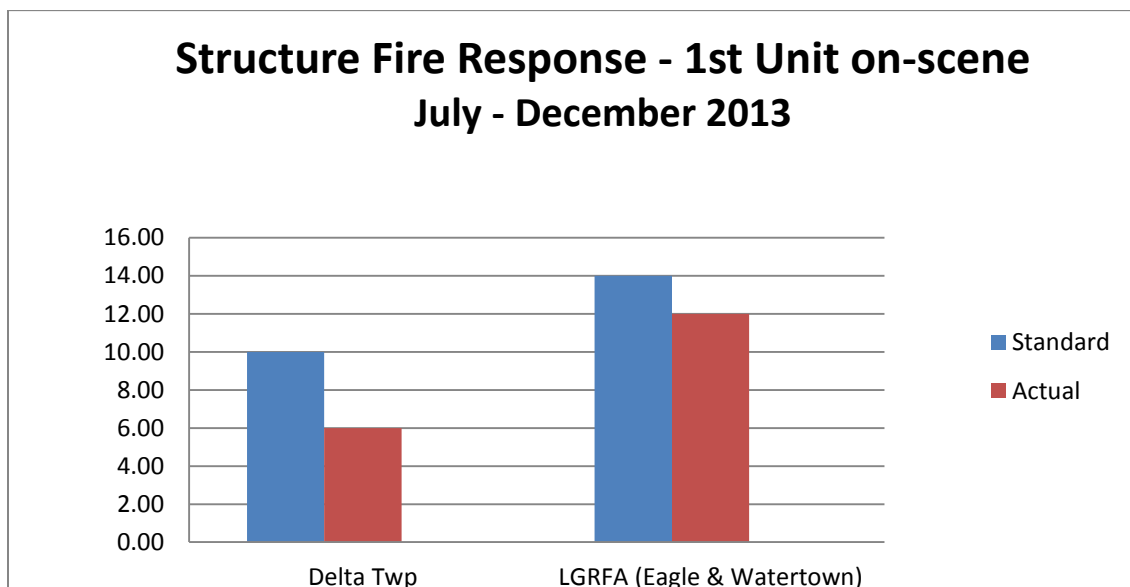
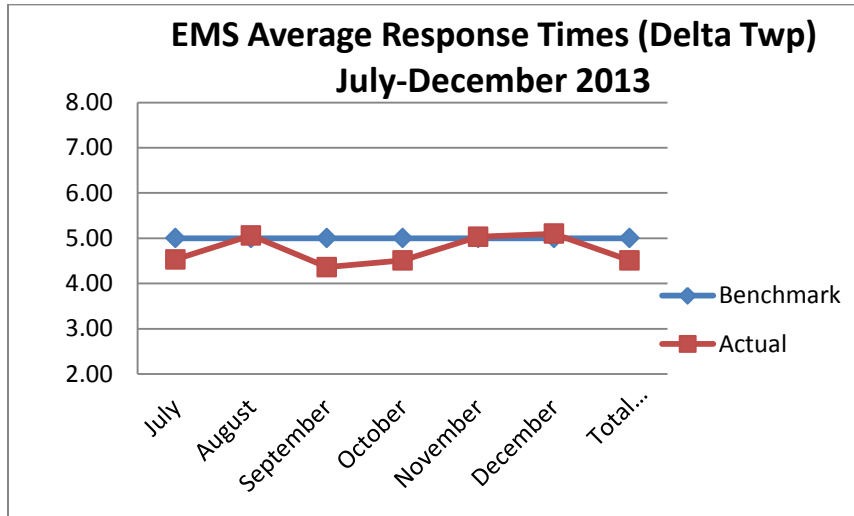
- Overhaul of essential of essential SOG's, identify others for accreditation review.
- Update Department rules and regulations.
- Review/revise EMS, Fire, Haz-mat billing rates and procedures.

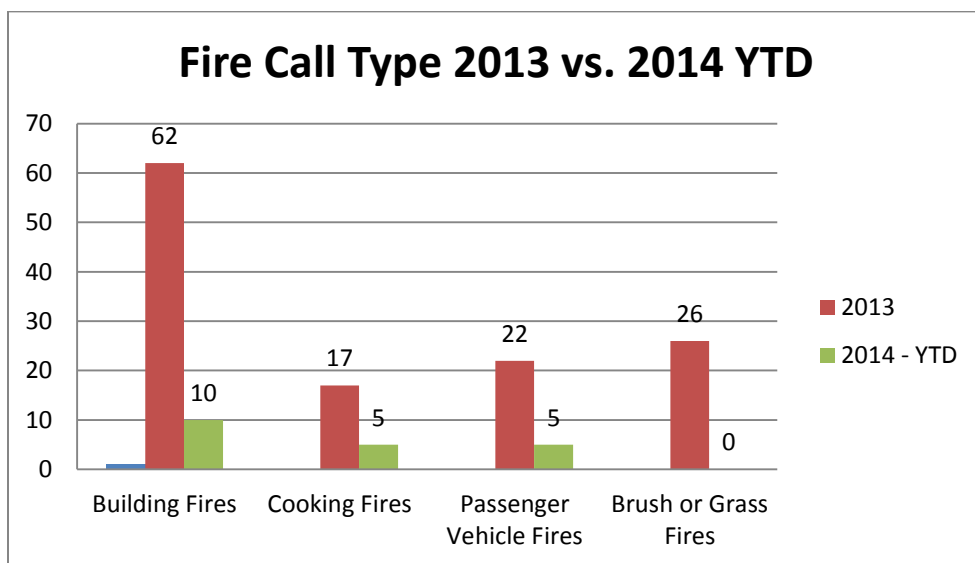
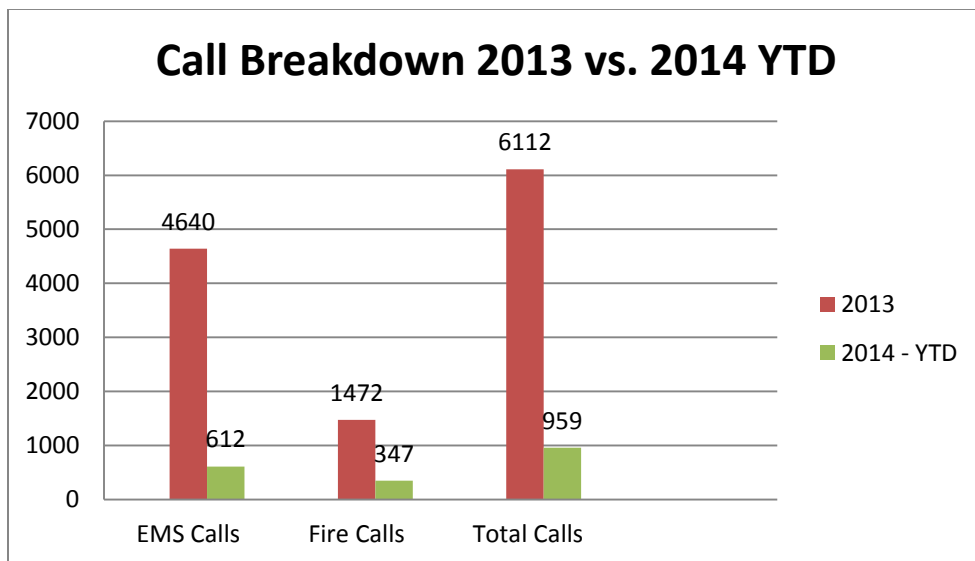
#### **Fire Prevention & Investigation**

- Train two additional fire investigators.
- Increase inspections by 25% over 2013.
- Develop/Implement self-inspection program (small business & voluntary residential).
- Increase public education/awareness of fire prevention and code regulations.
- Expand youth fire intervention program to include Metro partners.

Fire Chief Clark provided the following charts outlining response times and call types:







**Fire Response Standard: NFPA 1720**

- **Suburban Zones (Delta Twp):** 500-1000 people/sq. mi. calls for 10 staff to assemble an attack in 10 minutes, 80% of the time.
- **Rural Zones (Eagle & Watertown Twps):** >500 people/sq. mi. calls for 6 staff to assemble an attack in 14 minutes, 80% of the time.

**EMS Response Standard: No Official Standard in place** – an unofficial standard in the EMS industry has been established at 4-8 minutes for a Basic Life Support (BLS) unit and 8-12 minutes for an Advances Life Support (ALS) unit. Delta Twp. has established the following response benchmarks:

- **Suburban Zones (Delta Twp):** 5 minutes, 90% of the time.
- **Rural Zones (Eagle & Watertown Twps):** 8 minutes, 90% of the time

Treasurer Pizzo asked if the benchmarking data versus performance is discussed with the region's Fire Chiefs. Fire chief Clark confirmed that it is a topic of

discussion although different software is utilized by each region, the same data is being measured.

Treasurer Pizzo asked about the status of the common garage. Fire Chief Clark stated that through personnel changes, the project hasn't been completed yet. However, the City of Lansing is likely to be able to house such a facility. Fire Chief Clark stated that there are many components that go into having a central or common garage for maintenance. Fire Chief Clark notes that operationally, the Cities of Lansing and East Lansing Fire Departments are completely different and the Township will continue to operate regionally using MABAS, the investigation teams.

**XVII. PUBLIC COMMENTS** – Treasurer Pizzo stated that EATRAN is discussing run reconfigurations between Charlotte, MarketPlace and the Mall, Monday-Friday during their 6:00 a.m.- 6:00 p.m. In addition EATRAN is purchasing new scheduling software to improve their process. Treasurer Pizzo also stated that construction to expand their garage is expected to be completed this summer. Treasurer Pizzo also noted that EATRAN's ridership is mostly unchanged, compared to CATA's ridership which to date has increased from 6 million riders in 2000 to 12 million riders today.

Clerk Clark asked if she missed the forums where the runs were discussed and Treasurer Pizzo stated that the process was internal to EATRAN and that the Board voted down the collaboration offer from CATA.

Supervisor Fletcher stated that EATRAN could have obtained contracted scheduling services from CATA at a discounted rate however, decided to purchase new software and asked in what way the new software would improve their service. Treasurer Pizzo stated that it would allow a rider to be placed on a route for recurrent runs to and from the same place rather than calling in to schedule.

Trustee Fedewa stated that EATRAN is essentially an on demand service and doesn't believe they can expand beyond that. Treasurer Pizzo stated that EATRAN has no ability to track rides that are not initiated due to a bus not being in the requested service area.

#### **XVIII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 8:45 p.m.

KENNETH FLETCHER, SUPERVISOR

MARY CLARK, CLERK

/kit  
M:\Regular Board Meeting\BD\MIN\March 3, 2014  
Minutes Approved: